

TRANSFER TAX PROCESS for TOWN CLERK

Property Transfer Tax Returns

There are 2 options for the filing of the property transfer tax return

- 1) Electronic return – henceforth referred to as the receipt
- 2) Booklet/Vendor return – a booklet return will have a minimum of 4 pages with pink boxes and the vendor form will have black boxes and a four digit code on the bottom left corner of the first page (see attached page for permitted vendor forms)

Electronic Returns (ePTTR)

Prior to the closing the attorney will print the receipt to be taken to the closing and signed by the parties. The receipt, along with the deed then will get sent to the town for recording.

The clerk records the transaction in the town records, then completes the town section of the receipt by going through the Department website using the clerk service portal. <https://secure.vermont.gov/TAX/pttr/admin/index.php> (See below for instructions on this section). **When you hit the ‘complete button’ the receipt is electronically filed with the Tax Department. This completes the process.**

The receipt that was received and recorded by the clerk remains in the town records. **Do not send this receipt to the Tax Department.**

Booklet/Vendor Returns –

At the closing the attorney has the completed booklet/vendor return to be signed by the parties.

The booklet/vendor return along with the deed gets sent to the town for recording

The clerk records the transaction in the town records, then completes the town section on the last page of the original booklet/vendor return. **The town sends the original booklet/vendor return to the Department.**

The town retains a copy of the return which has had the FEIN and social security numbers redacted.

Social security numbers and Federal ID numbers are not to be redacted on the original return that is sent to the Department– the Department needs the numbers to process the return. The ssn and fein are already redacted from the receipt when it was printed.

Town Clerk Section for either submission -

All sections must be completed

For the grand list year: Enter the grand list year in which the transaction occurred.

For the grand list value: Enter the value from the grand list year in which the transaction occurred. If there is no grand list value enter '0'

The parcel id must be filled in, if there is not number assigned enter '0' or 'none'

If there is no assigned span number, enter the school/town code then

for a subdivision enter five 9's: example 438-137-99999

for a timeshare enter five 0's: example 438-137-00000

Category code – The code can be found in the grand list. The code must be numeric only. There is a conversion chart under the Town Clerk's Section provided on the bottom of the page on the booklet form for your convenience – See below.

R1 – 01	I - 09
R2 – 02	UE - 10
MHU – 03	UO - 11
MHL – 04	F - 12
S1 – 05	O - 13
S2 – 06	W - 14
C – 07	M - 15
CA - 08	

Please note that 32 V.S.A. §9610 (a) Not later than 30 days after the receipt of any property transfer return, a town clerk shall file the return in the office of the town clerk and forward one copy of that return thereto to the commissioner.

2012 Accepted Property Tax Forms

Form#	Location of	# Description	Date Valid
1062	Bottom Left	GoSystems (Thomas Ruter)	Sales thru 12/31/2012
1015	Bottom Left	ATX	Sales thru 12/31/2012
1039	Bottom Left	STF	Sales thru 12/31/2012
1222	Bottom Left	Hawk Mountain (formerly ReDocs)	Sales thru 12/31/2012
1246	Bottom Left	WoltersKluwer	Sales thru 12/31/2012
PDF	Bottom 1 st page	State Tax Dept website	Sales thru 03/31/2011
11/08	Bottom Right	Old PTR Form	Sales thru 12/31/2010
11/10	Bottom Right	Booklet with red Boxes	Sales thru 12/31/2011
08/11	Bottom Right	New Booklet with red Boxes	Current
ePTTR ---	Electronic	PTTR	Current